



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
BRYCE HOSPITAL
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KIMBERLY G. BOSWELL
COMMISSIONER

AUDREY MCSHAN
FACILITY DIRECTOR

**REVISED ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	MH Security Officer II	NUMBER:	21-12
JOB CODE:	S3000	DATE:	August 27, 2021
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	POS. #:	8801991
SALARY RANGE: 71 (\$36,331.20 - \$55,056.00)			

MINIMUM QUALIFICATIONS: High school diploma or GED equivalency supplemented by an approved course conducted by a police academy. Some (12 months or more) recent experience of a responsible nature in police or security work.

NECESSARY SPECIAL REQUIREMENTS: Must be certified as a law enforcement officer by the Alabama Peace Officer Standards and Training (APOST) Commission and current with all required training and education required by APOST. Must pass a physical agility exam as set by the department. Must be 21 years of age with high personal and moral standards and must have a clean police and work record. Possession of a valid Alabama Driver's License required.

KIND OF WORK: This is responsible supervisory police work providing a safe and secure environment for the protection of patients, staff, visitors and hospital property at Bryce Hospital. The person in this position serves as Shift Supervisor. Work includes the following duties and responsibilities: Writes and completes various documents and forms to include incidents, accidents, preliminary, elopements, traffic citations, dispatcher's log, etc. Conducts investigations as requested. Assists staff with ward disturbances, escorts emergency vehicles, routinely patrols the facility grounds, monitors surveillance camera equipment, conducts safety rounds of programs/wards/building, and transports/escorts patients/visitors/staff as required. Ensures compliance with The Joint Commission, CMS, and hospital standards. Supervises and trains Bryce Hospital Police Department (BHPD) personnel and facility staff as required. Schedules transportation for patients who have been discharged, sent on temporary visits, needs to be picked up from failed temporary visits, and taken to court hearings. Maintains a yearly schedule for officers and dispatchers. Conducts, inspects, and re-orders police equipment as necessary. Notifies key facility staff of all serious incidents and accidents as they occur or as

they are reported. Attends and completes all mandatory in-services. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Ability to sustain attention required for video surveillance for long periods of time. Ability to deal tactfully with the public and to react calmly and efficiently in the event of an emergency. Ability to be objective and fair in all situations. Ability to deal with patients, employees, and others with respect to their rights. Ability to work with all age groups (adolescents, adults, and geriatrics). Ability to be available in times of emergencies or other important matters concerning the hospital and to be contacted (phone number, etc.). Must have good verbal and written communication skills. Ability to write accurate and legible reports.

METHOD OF SELECTION: Applicants will be rated based on an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

DEADLINE: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Click Here to Apply:
<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>